

Academic Policy Committee (APC) Self-Evaluation

Scoring Guide:	Very Good	Satisfactory	Needs Improvement	No Opinion
	V	S	I	N/A

- **V= Very Good**
- **S= Satisfactory**
- **I= Needs Improvement**
- **N/A= No opinion** (*please only use this option if you have no experience regarding the statement*)

Enter a V, S, I, or N/A next to each statement.

APC Meeting/ Operations APC Performance	Score
1. Our APC refrains from misuse of the executive session provision as defined in the Open Meetings Law.	
2. We conduct our business ONLY at a properly called meeting.	
3. Each of our regular meeting's agendas has a purposeful focus on student learning and achievement, demonstrated through student/staff presentations, student/staff recognition and dialogue connected to students' learning and achievement.	
4. Our APC members can honestly say, <i>"We made decisions based on information provided (and/or requested) and not on preconceived ideas."</i>	
5. We as an APC receive agenda material in the timeframe established in our policy allowing for adequate time to study information before the scheduled APC meeting.	
COMMENTS:	

APC / Principal	Score
1. Our team has a specific and purposeful process for defining our principals' performance expectations and corresponding evaluation, including reflection of our charter goals and the principal's responsibility and role in administering and leading our school towards those goals.	
2. The APC sets aside time, at least semi-annually, to discuss APC/principal relations.	

3. Our APC maintains ongoing, open lines of communication and observes the chain of command.	
4. We conduct a comprehensive and fair annual evaluation of the principal in accordance with our school districts by-laws.	
5. The APC and principal agree on information needed by the APC, and when and how the APC receives that information.	
6. Our APC understands the distinction between the APC’s role and the function of the administration. We as the APC are “the navigator” giving direction to the principal who steers the ship.	
COMMENTS:	

APC and Staff	Score
1. Our APC provides for public recognition of staff achievements.	
2. Our APC recognizes the importance of staff development and provides the necessary time and funds.	
3. Our APC ensures that our actions and decisions are quickly and effectively communicated to the staff.	
COMMENTS:	

Budget	Score
1. Our APC has a good understanding of the basic elements of the district budget and our school budget.	
2. Our APC has a well defined and clearly expressed process for developing, reviewing and adopting a school budget	
COMMENTS:	

Planning / Goals/ Strategic Planning	Score
1. Our vision statement is widely disseminated in the district and to our students, parents, staff and administration.	
2. The principal's evaluation considers how well the principal has addressed the schools goals.	
3. Our APC emphasizes setting and monitoring goals, instead of how staff should achieve those goals.	
COMMENTS:	

General/Other/ APC Development/ Team	Score
1. Our APC takes advantage of training opportunities such as conferences and workshops relevant to APC responsibilities.	
2. Differences and disagreements between members of the APC are worked through rather than being neglected and allowed to continue.	
3. Each member of the APC feels responsible for attaining the goals of the APC (APC self-improvement plan).	
4. Our APC significantly affects what happens in our school.	

5. Our APC considers the principal's recommendation in every decision.	
6. Our APC is open and honest with each other, as well as administrators and is able to maintain an attitude of mutual trust and respect.	
7. The APC conducts a comprehensive orientation to familiarize new APC members with their role on the team.	
8. APC members keep the importance of student achievement as their primary focus.	
COMMENTS:	

Policies / By-Laws	Score
1. The APC ensures the policy manual is up-to-date and comprehensive.	
2. Our APC uses APC policy as a foundation for decision-making.	
3. Our APC provides for regular, periodic policy review and revision as appropriate.	
4. The APC ensures that policies are current with mandates by governmental agencies, the courts and district policies .	
COMMENTS:	

Statements to ponder for our discussion!

As an APC member I: (check where appropriate)

- Participate fully in the principal evaluation process approaching the task of evaluation fairly and diligently.
- Introduce new issues through an agenda allowing sufficient time for appropriate study.
- Actively supports and promote the school's mission.
- Make every effort to attend all meetings, do my homework and come prepared to contribute.
- Do not become involved in specific management, personnel, or curricular issues.
- Accept and support APC decisions and respects APC confidentiality.
- Know what issues bring to the principal, or to the APC chair, and when I must not deal with the situation individually.
- Avoid involvement in day-to-day operations of the school.
- Know how to get an item on the agenda.
- Introduce new issues through the agenda process, allowing sufficient time for appropriate action.
- Attend school and community activities.
- Make my decisions based on what is best for every child in the entire school.
- Promote the positive image of the school within the community.
- Make every effort to be a positive member of our APC/principal team.